


- On the Order Details tab enter the stock item code (or use '?' to search), the quantity, and enter or override the price if necessary. You can key in percentage discount per Purchase Order line. You can right click on the PO line to add line narrative or create one off stock item or view stock levels.

Note: Purchase Orders are limited to a maximum of 2000 lines; however, 400 is suggested as a sensible maximum. More than this may result in performance degradation.

- Add a Purchase Order header narrative by clicking on the Narrative icon ().
- For foreign creditors, you can click the **Exchange Rate** button to refresh exchange rate and use the buy rate from currencies table.
- Click **Show Tax Summary** to review tax rates used on Purchase Order
- Click **Save** to save the Purchase Order. The system will assign the next Purchase Order number, and prompt to print the order.

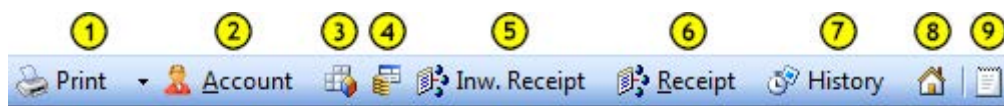
Field Definitions

Field	Description
Account	The name of the account. If you have specified a default account in MYOB EXO Business Config > Admin > Creditors > Creditor Account Groups , the default is displayed here.
Ordered by	The name of the person placing the order.
Confirmed	Check this box to confirm all lines in the Purchase Order, i.e. the supplier / creditor has acknowledged the order. This will also change the order status in the Purchase Orders (see page 305) listing window.
Delivery Address	The address for delivery. The default address is taken from the stock location. Press F10 or right-click for a list of alternate addresses. Note: Stock location addresses are configured in MYOB EXO Business Config at Admin > Stock > Stock Locations .
Order Date	The date. This defaults to the current system date. You can change it by selecting the preferred date from the calendar.
Due Date	The date that the goods are due to arrive.
Location	The name of the stock location that the goods will be dispatched from.
Lead Time	Choose between primary (the number of days between placing an order and its arrival) or secondary (the alternate lead delivery time in days) lead times. These times are defined in the Creditors Details 2 Tab (see page 108).
Exch rate	The currency and exchange rate for the creditor.
Job Code Sales Order	The job code, if using the EXO Job Costing module. If the Purchase Order was created from a Sales Order (see page 318), this field instead displays the ID of the Sales Order that the Purchase Order was created from.
Branch	The branch name and number. The default here is based on the one that you set in MYOB EXO Business Config > Admin > EXO Finance > Branches .

Campaign Wave If the EXO Business CRM module is installed, Purchase Orders can be associated with a campaign wave to track purchases against a marketing campaign.

Order details	
Stock Code	The code for this purchase item. This code can be either the Stock code or the GL code.
Description	The description of the stock items. This is automatically entered when you press the TAB key after entering the stock code.
Qty	The quantity of the stock item. The default is set to 1.
Price	The price that applies to the stock item. This is the price that is set up in the stock window and is based on the price level assigned to this customer.
Total	The total price for this invoice line.
Supplier Code	The supplier's code for this stock item.
Options	Click on the ellipsis [...] to open the Purchase Order Line Periscope (see page 314) window for this stock item.
Due Date	The date the order line is due.
C	Indicates whether the Purchase Order has been confirmed - Y (Yes) or N (No). This is set by ticking the Confirmed checkbox in the Purchase Order Line Periscope (see page 314).
Job Code	The job code. It defaults to the code from the Job code field in the header, but it can be changed per line. This is only relevant for the EXO Job Costing module.
Sell Price	The sell price as detailed in the stock details 1 tab (see page 161) and Setting Cost Methods and Sell Prices (see page 160)
Cost Type	The job type established in EXO Job Costing. This is only relevant for the EXO Job Costing module.
Cost Group	The cost group established in EXO Job Costing. This is only relevant for the EXO Job Costing module.

Menu commands



1. **Print:** There are three print options: Order, List and List (Clarity).
2. **Account:** View creditor Details. This opens the creditor in the Creditor Account Details window (see page 104).
3. **Show Tax Summary:** This opens the Tax Rate Summary window, listing the Tax rate #, name, % Calculated Tax and Actual Tax. This is a static window, no information can be entered or edited here.
4. **Refresh Exchange Rates:** This loads the latest exchange rate from the currencies table.
5. **Receipt using Inward Goods:** This opens the Inwards Goods – Receipt Goods window (see page 343).

Note: Once a Purchase Order has been fully receipted (no outstanding quantities), this button is disabled.

6. **Receipt this Order:** This opens the Purchase Order Receipt window (see page 319).
7. **History:** This opens the History window (see page 307) for the Purchase Order.
8. **Addresses:** If alternate delivery addresses need to be specified for the delivery of this order they can be selected from this **Extra Delivery Address** window.
9. **Narrative:** To add any comments or notes to the order. This is a very basic text editor and the contents of the comments are saved by clicking the **OK** button.

File Menu Commands

All the file menu commands are replicated on the toolbar (detailed above).

Notes

- Right-click on a stock item to view stock levels in all stock locations (or press CTRL+L), or to create a one-off stock item (or press CTRL+O), or add a line narrative.
- The purchase price of a stock item on a Purchase Order is automatically suggested by the system, based on the following hierarchy:
 - Use the **Stock item > Details 1 > Cost prices > Supplier** price if the Purchase Order is being raised for the **Stock item > Details 1 > Main Supplier**. (If the supplier cost price or the supplier account number is set to 0, then this setting will be ignored).
 - Otherwise, use the Supplier Cost from the Stock item Details 2 tab (see page 164) if there is a supplier cost price set for the stock item. The use of Pack Sizes will also impact on the price selected.
 - Otherwise, use the Price from the most recent Purchase Order raised against that supplier, for that stock item.
 - Otherwise, default the Purchase Order Price to \$0.00, ready to be manually entered.
- Maintaining the Alternate Supplier Prices on stock items can assist in automatic entry of the purchase price on a Purchase Order. Having a **Stock item > Details 1 tab > Cost prices > Supplier** of \$0 or a **Stock item > Details 1 tab > Main Supplier** of account number 0 on the stock item would mean only the Alternative Suppliers price table needs to be maintained.

- A user's **Check supplier cost prices when purchase prices change** profile can be enabled to prompt to update the supplier cost price when overriding prices when placing or creating a Purchase Order. This assists in interactively maintaining the alternative supplier price lists during Purchase Order entry and purchase pack price for each alternate supplier. Appropriate columns are also added to Purchase Orders entry window.
- Press F10 to select a delivery address from the Extra Delivery Addresses window.
- GL codes can be used instead of stock items on a Purchase Order by using the format @GLCODE. Lookup stock items could also be created to point to a GL account.
- Purchase order lines due dates can be changed on a partially processed Purchase Order through the **Receipt** button.
- The company profile setting **Delivery Addresses Shared** allows delivery addresses to be shared among all accounts.
- A profile can be enabled to update alternate supplier price when costs changes on the Purchase Order. This updates the Supplier_Stockitems.PurchPackPrice field and not the LastCost field. The LastCost field is updated only by the action of costing receipted goods and therefore represents the true landed cost from this supplier.
- Supplier Cost (SKU price) displays the Packcost (purchase price) divided by the pack quantity.
- The **Update LastUpdate field for supplier code cost price when prices change** profile is also available if users want to keep track when the cost price had changed.
- You can confirm or unconfirm all Purchase Order lines by using the PO Orders menu.
- A profile is available to let the system save a transaction when using an **inactive** stock item.
- GET_COST_PRICE stored procedure is used to establish cost prices on a Purchase Order.
- The profile option **Creditors Invoice Line Discounts** controls the availability of the discount column on the Purchase Order entry window.

Purchase Order Line Periscope

Transactions > Purchase Orders > Purchase Orders > [New] > (Order Details) > [...]

Purchase Order Line Periscope

File Help

Save Cancel Show Stock Item

Line #: 1. FLANGE01. FLANGE KIT

Line Details

Quantity: 10 GST rate: 14.0% CREDITORS GST EXEMPT

Unit price: 40.00 GST value: 0.00

Discount %: 0.0

Due date: 28/10/2011

Confirmed ☐

This window is used to assist the data entry when creating a new Purchase Order (see page 309). In addition it provides further options to:

- Adjust the GST rate and view the GST value of this adjustment.
- Adjust the price %.
- View the stock item.

Purchase Order Authorisation

Authorisation limits can be enabled for Purchase Orders. If a staff member creates a Purchase Order with a total that exceeds their authorisation limit, that order will be given the status “Awaiting Authorisation”. An order in this status cannot be processed further until it is authorised by a staff member with a higher authorisation limit (or if the order is reduced so that its total is no longer over the staff member’s limit).

Setting up Authorisation Limits

By default, authorisation limits are not applied to Purchase Orders and the “Awaiting Authorisation” status is not available. To enable Purchase Order authorisation, the **Enable extended purchase order statuses** Company-level profile setting must be ticked in EXO Business Config.

Once authorisation is enabled, staff members’ authorisation limits must be set up on the Setup Staff window (see page 20) or the Staff section of EXO Business Config (see page 73). Authorisation limits are set up on the Authority tab:

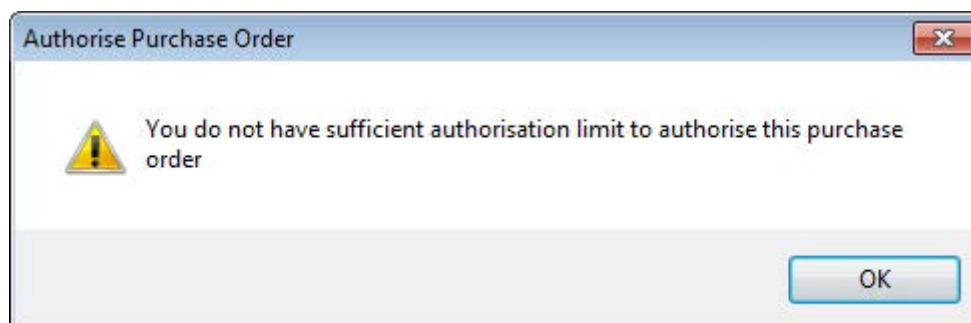
The screenshot shows the 'Setup Staff Form' window with the 'Authority' tab selected. The staff member is 'EXO BUSINESS ADMIN ACCOUNT' (Staff No: 8). The 'Sales Team' tab is also visible. The 'Authority' tab contains the following fields and values:

Field	Value
Cred. Invoice Auth Limit:	9999
Stock P/O Auth Limit:	9999
Non-Stock P/O Auth Limit:	9999
Discount Rate Limit (+/-):	100
Employee ID (Payroll):	

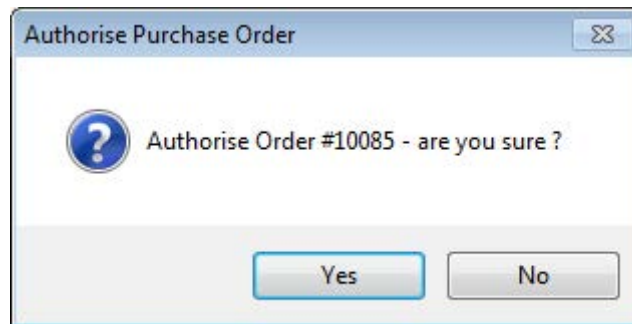
There is also a checkbox labeled 'Has supervisory override authority' which is checked.

Authorising Purchase Orders

Purchase Orders whose total exceeds the authorisation limit of the staff member that created them are displayed on the Purchase Order screen (see page 305) with the status “Awaiting Authorisation”. To authorise a Purchase Order, right click on it and select **Authorise the Selected Order** from the popup menu. A staff member can only authorise an order if its total is less than the staff member’s authorisation limit; if it is not, an error message is displayed:



If the staff member's limit allows them to authorise the order, a confirmation message appears:



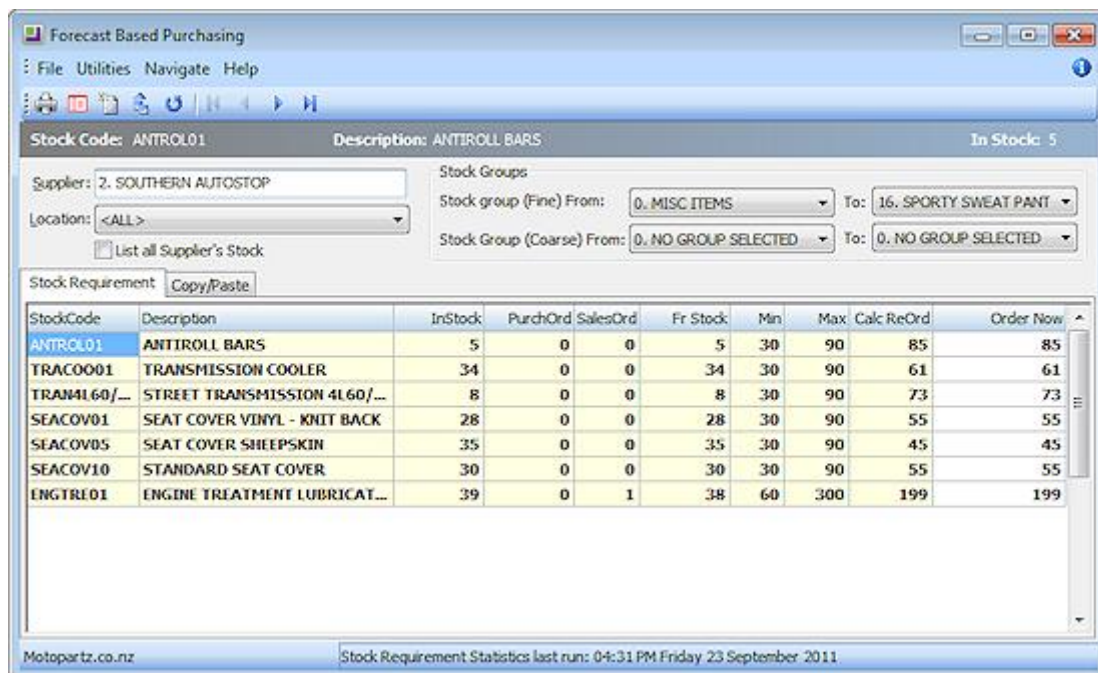
Click **Yes**. The Purchase Order's status is changed to "Not Processed" and it can now be processed as normal.

Forecast Based Purchase Orders


Transactions > Purchase Orders > Forecast Based Purchase Orders

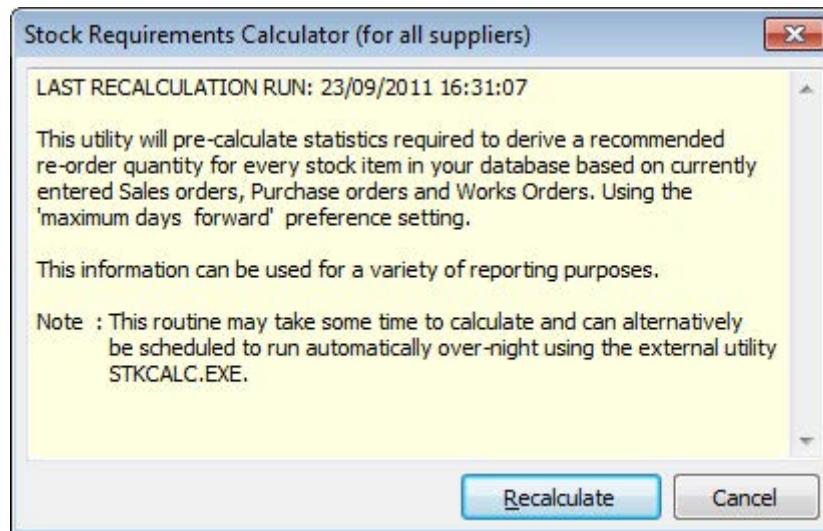
Forecast-based Purchase Orders compare stock on hand and outstanding sales and purchase orders, and suggests the items to reorder based on reorder levels. This uses the **Primary Supplier** field on the stock item.


Note: See also the On Demand Purchase Orders functionality in the Distribution Advantage module. On-Demand Purchase Orders provides an assisted form of creating purchase orders directly from sales order information. This function is available in the optional Distribution Advantage module.

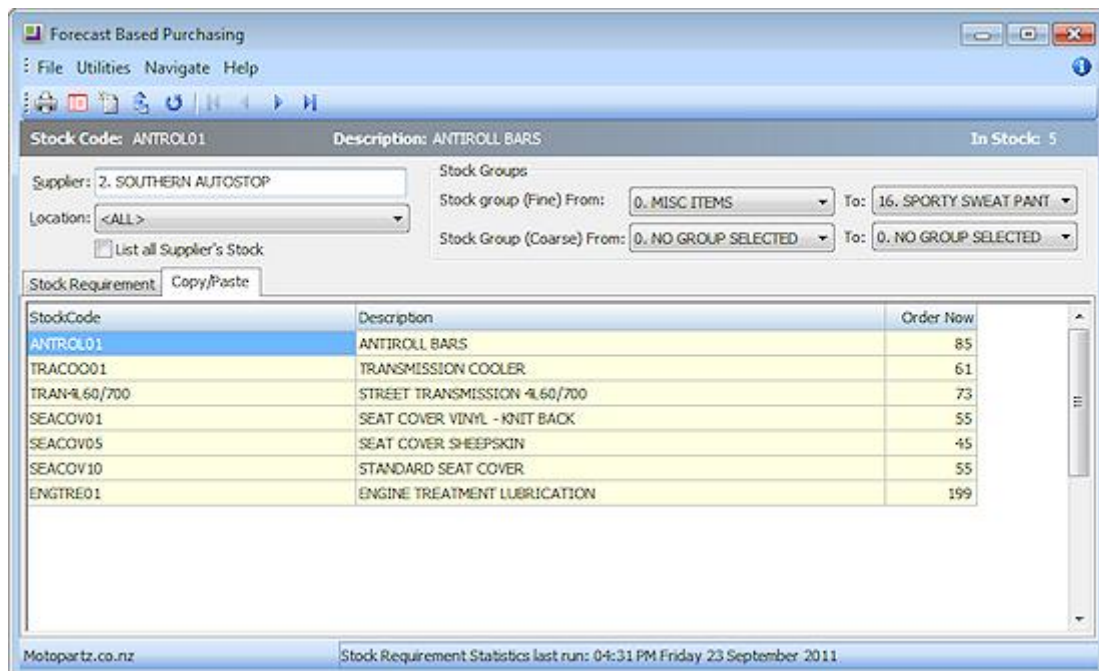


1. Enter the Supplier name that the Purchase Order will be generated against.
2. Select the Primary stock group range, Location and define if the system will list all suppliers' stock or only stock that requires replenishment.

- Click the **Recompute** button () to recalculate the stock requirement statistics for all suppliers if required.



- Click the **Generate** button () to generate the stock requirement for a single supplier button and populate the table with stock items that match the search criteria
- Review the results, and manually override the **Order Now** quantity if required.
- Click **Print** to print a report of the suggested items. Alternatively, click **Export to CSV File** to output the grid rows in Excel format.
- The Copy/Paste tab can be used to paste in rows, for example, by exporting the Stock Requirement grid to CSV, editing it in Excel, then pasting the edited rows back into the Copy/Paste tab.



- Click **Post Order** to open the purchase order window and automatically populate the order based on the reorder item listing created.

Notes

- The system will warn if there are more than 400 records that match the search criteria, to ensure the results remain manageable Users can then use a more restrictive filter options.
- The “Recalculate stock requirement statistics for all suppliers” recalculation can be set as a scheduled task if the calculations are excessively complex.
- The CALC_STKREQUIREMENT stored procedure is used to establish the manner how stock requirements will be calculated.
- Use of economic order quantity in forecast based purchase ordering is possible if an EOQ is specified on the stock item, and the setup profile option Use of **Economic Order Quantities on Auto Purchase Orders** is enabled.

Creating Purchase Orders from Sales Orders

It is possible to create one or more Purchase Orders directly from a Sales Order.

To create Purchase Orders from a Sales Order:

1. Open the Sales Order that you want to create Purchase Orders from.
2. Click the **Generate PO(s)** button on the Sales Order window toolbar, or right-click on the grid and select **Generate Purchase Order(s)**.

Tip: This button/menu option can be hidden using the **Hide sales order controls** User-level profile setting.

3. The Generate Purchase Order(s) from Sales Order window opens:

Supplier	Stock Code	Description	SO Qty	Supplied	Prev PO	EOQ	Recommended	Order Now
1. AUCKLAND PART MART								
1. AUCKLAND PART MART	AIRPRE01	AIR PRESSURE GAUGE	15	0	0	0	15	15
1. AUCKLAND PART MART	BAT127HD	CHAMPION SILVER BATTERY - 127HD	2	0	0	0	2	2
8. AUSSIE CAR PARTS								
8. AUSSIE CAR PARTS	ALARM01	REMOTE CAR START SECURITY	3	0	0	0	3	3
5. CAR-PART.COM								
5. CAR-PART.COM	FLANGE01	FLANGE KIT	3	0	0	0	3	3
0. MISC PURCHASES								
0. MISC PURCHASES	FREIGHT	FREIGHT	1	0	0	0	1	1
3. PANMURE AUTO TRADE SUPPLIERS								
3. PANMURE AUTO TRADE SUPPLIERS	AIRFIL05	PRO-STLYE AIR FILTER	10	0	0	0	10	10
2. SOUTHERN AUTOSTOP								
2. SOUTHERN AUTOSTOP	ENGSTRE01	ENGINE TREATMENT LUBRICATION	15	0	0	0	15	15

The following details are displayed for each line on the Generate Purchase Order(s) from Sales Order window. All details are read-only, except for **Order Now**.

Note: By default, only lines where the **Order Now** value is greater than 1 are displayed. To display all lines from the source Sales Order, tick the **Show All Sales Order Lines** box.

Field	Description
Supplier	Supplier for the stock item. If no supplier is defined for a stock item, it will appear under MISC PURCHASES.
Stock Code	The unique code for the stock item.
Description	Description of the stock item.
SO Qty	Quantity from the Sales Order.
Supplied	Quantity that has already been supplied.
Prev PO	Quantity that already appears on previous Purchase Orders.
EOQ	Economic Order Quantity, which sets a minimum amount for orders.
Recommended	This value is equal to: $\text{SO Qty} - \text{Supplied} - \text{Prev PO}$ The value is adjusted up to the EOQ, where this applies.
Order Now	The quantity that will appear on the Purchase Order. The default value is the same as Recommended . (If a line is not ticked, its default Order Now quantity is 0.)

- Select/de-select the lines to create orders for. Lines are grouped by supplier; selecting or deselecting a supplier selects/deselects all lines under that supplier.
- Edit the **Order Now** quantities for selected lines as necessary.

Note: When editing the **Order Now** quantity, the EOQ is enforced as per the **EOQ prompt on purchase orders** Company-level profile setting (Prompt, Force or No EOQ).

- Click **Generate PO(s)**.

Purchase Orders are created, one for each supplier. Purchase Orders are created one at a time - once one is saved and closed, the next one opens. All lines that are ticked and have an **Order Now** value greater than zero are included in Purchase Orders. The **Sales Order** field is populated with the ID of the parent Sales Order. (This field replaces the **Job Code** field on Purchase Orders that were created by other means.)

Notes

Bills of Materials are not supported in Purchase Orders. This means that BOMs lose their structure when they reach the Purchase Order, and appear as a collection of individual stock items.

Any changes forced by customer or supplier changes after Purchase Orders have been created will not automatically change the status or quantities of those Purchase Orders. This process must be handled manually.

When the Purchase Order is receipted, costed and invoiced, this has no effect on the original Sales Order in terms of supply, generation of invoice etc. This process must be handled manually.

Receipting Purchase Orders

Transactions > Purchase Orders

After a Purchase Order has been entered, the ordered stock has to be supplied. Depending on availability of stock and requirement of invoice you can click the appropriate button on the Purchase Orders screen.

The stock specified on the order may not be available immediately or only a part of it can be supplied at the present time.

You can receipt more than one Purchase Order to a Goods Received Note and invoice it.

In summary you can receive goods, associate costs and create creditors invoice directly through the purchase order.

Note: This method does not support the more advanced features of the [Inwards Goods \(see page 343\)](#) system.

1. Search for the Purchase Order to receipt (see page 305). Once the required order is opened, click the **Receipt** button to open the Purchase Order Receipting window (see page 322) and receive ordered items.

The screenshot shows the 'Purchase Orders' window for 'Account: 8. AUSSIE CAR PARTS'. The order is 'Purchase Order #: 10073', 'Status: Not Processed', 'Period: April 2012', and 'Ordered by: 2. DAVID CRANSTON'. The delivery address is '238 GREAT NORTH ROAD, GREY LYNN, AUCKLAND'. The order date is '22.01.2012' and the due date is '05.02.2012'. The location is '4. Sydney' and the branch is '0. AUCKLAND'.

Under the 'Order Details' tab, there are checkboxes for 'Invoice as supplied', 'Print receipt document', 'Generate creditor invoice', 'Show all', and 'Force to Fully Processed status'. The 'Receipt date' is '10.04.2012' and 'Packing slip' is checked.

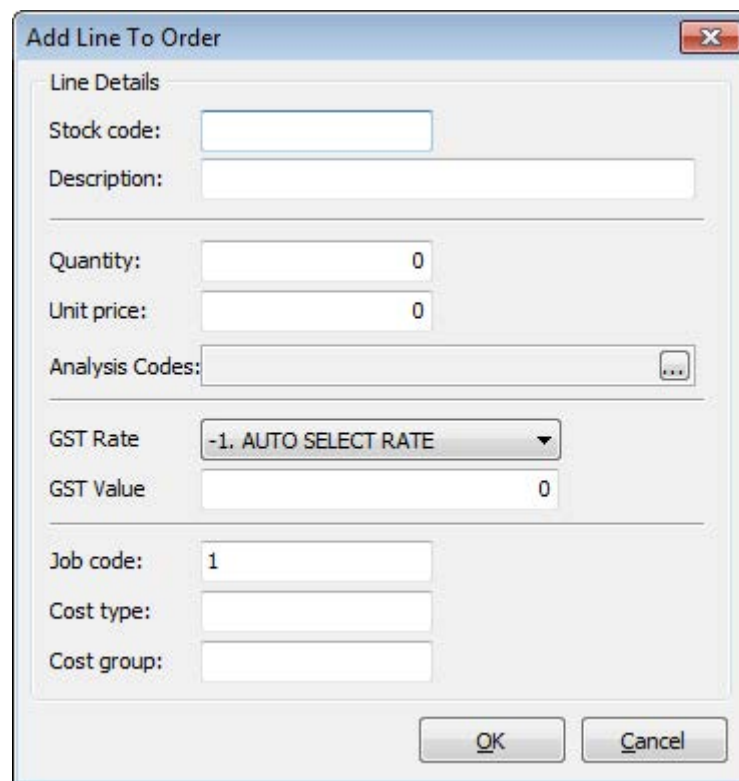
Stock Code	Description	Ordered	Outstand	Uninvoiced	Receipt Now	Invoice Now	Unit Price	Confirm	Batch Code	Location
AIRFIL01	OVALCHROME AIR FILTER	10 (+)	10	0	0	0	39.99			4
RACKPINION01	RACK AND PINION INSTALLATION KIT	10 (+)	10	0	0	0	449.00			4
ALARM01	REMOTE CAR START SECURITY	10 (+)	10	0	0	0	50.05			4
ALARM05	SECURITY ALARM	10 (+)	10	0	0	0	46.40			4
CARWAS01	CAR WASH SUDS	10 (+)	10	0	0	0	1.84			4
CARWAX01	CAR WAX - PASTE	10 (+)	10	0	0	0	5.12			4
POLISH01	METAL POLISH - TUBE	10 (+)	10	0	0	0	2.00			4
STORAG05	OFF ROAD ROOF BASKET	10 (+)	10	0	0	0	0.00			4

Summary for AIRFIL01 OVALCHROME AIR FILTER:

Weight: 2850	Discounted Unit Price: 39.99	Ordered +/- Corrected: 1	Sub Total: 6,024.00
Cubic: 2850	Pre-tax line Total: 399.90	Received: 0	GST Total: 0.00
		Costed: 0	Order Total: 6,024.00
		Involved: 0	Item Count: 8

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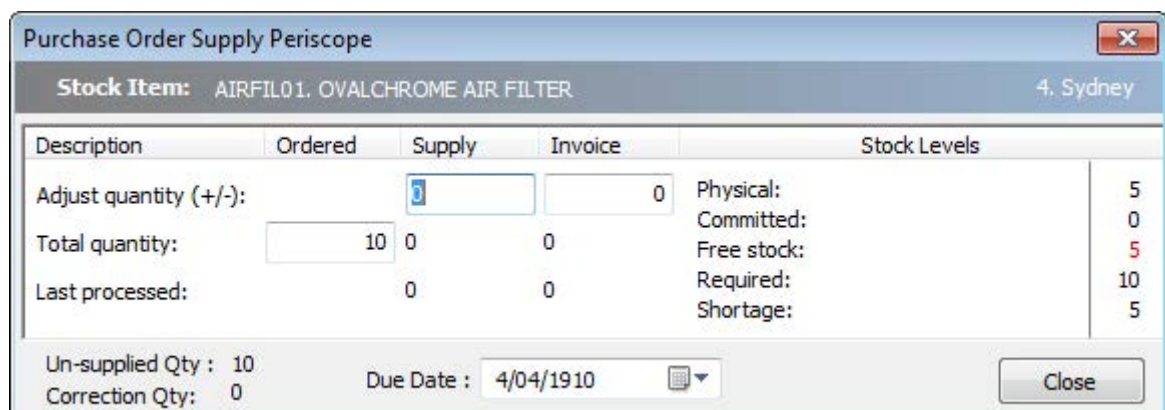
2. Click the **+Add Line** icon to add line items to be receipted. This opens the Add Line To Order window:



The 'Add Line To Order' dialog box contains the following fields and controls:

- Line Details** section:
 - Stock code:
 - Description:
- Quantity:
- Unit price:
- Analysis Codes:
- GST Rate:
- GST Value:
- Job code:
- Cost type:
- Cost group:
- Buttons:

- a. Enter the stock code or enter "?" and press the **TAB** key to search for the code.
 - b. Add a brief **Description** to detail the order.
 - c. Enter the **Quantity** and **Unit** price.
 - d. Select **Analysis Codes (see page 82)** by clicking on the ellipsis button [...]
 - e. Select the GST Rate and enter the value.
 - f. The Job Code, Cost type and Cost group can all be searched by entering "?" and pressing the **TAB** key.
 - g. Click **OK** to add the new item to be receipted.
3. Change due dates for all stock lines, or change the due date per line with the Purchase Order Supply Periscope by clicking on the [\(+\)](#) link.



The 'Purchase Order Supply Periscope' dialog box displays the following information:

- Stock Item:** AIRFIL01. OVALCHROME AIR FILTER
- Location:** 4. Sydney

Description	Ordered	Supply	Invoice	Stock Levels
Adjust quantity (+/-):	<input type="text" value="10"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Physical: 5
Total quantity:		0	0	Committed: 0
Last processed:		0	0	Free stock: 5
				Required: 10
				Shortage: 5

Summary and Controls:

- Un-supplied Qty : 10
- Correction Qty: 0
- Due Date : 4/04/1910
-

4. Click **Receipt All** if everything is to be receipted at this time.

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5. Check the **Generate Invoice** checkbox if a creditor's invoice is to be created at this time. The system will prompt for the entry of the creditor's invoice number when processed.
6. Click **Process** to receipt stock items and optionally create the creditors invoice.

Notes

- Stock transactions can only be posted to the current period using the Purchase Order Receipt method.
- Use the **Inwards Goods Receipt** function to assist in receiving more than one purchase order on a single creditor's invoice.
- The **Receipt** or **IWG** buttons can optionally be hidden by using the user profile 'Purchase Order Hide Controls'.
- MYOB EXO Business recommends Inwards Goods Receipt as a preferred method in receiving stock.

Purchase Order Receipt Details Tab

This topic provides an overview of the Purchase Order Receipt Details tab.

Transactions > Purchase Orders > Purchase Orders > {Double Click an order} > [Receipt]

Purchase Orders

File Navigate Details Help

Close Add Line Receipt All Process

Purchase Order #: 10073 Status: Not Processed Period: April 2012 Account: 9. AUSSIE CAR PARTS

Account: 8. AUSSIE CAR PARTS Ordered by: 2. DAVID CRANSTON Confirmed: ☐

Delivery Address:
Line 1: 238 GREAT NORTH ROAD
Line 2: GREY LYNN
Line 3: AUCKLAND
Line 4:
Line 5:
Line 6:

Order date: 22.01.2012
Due date: 05.02.2012
Location: 4. Sydney
Lead Time: Primary Lead Time

AUD: 0.8
Job code:
Branch: 0. AUCKLAND
Campaign Wave:

Order Details Receipt Details

☒ Invoice as supplied ☐ Print receipt document ☒ Show all Receipt date: 10.04.2012 Packing slip:
☐ Generate creditor invoice ☐ Force to 'Fully Processed' status

Stock Code	Description	Ordered	Outstand	Uninvoiced	Receipt Now	Invoice Now	Unit Price	Confirm	Batch Code	Location
AIRFIL01	OVALCHROME AIR FILTER	10 (+)	10	0	0	0	39.99	<input type="checkbox"/>		4
RACKSPIN01	RACK AND PINION INSTALLATION KIT	10 (+)	10	0	0	0	449.00	<input type="checkbox"/>		4
ALARM01	REMOTE CAR START SECURITY	10 (+)	10	0	0	0	58.05	<input type="checkbox"/>		4
ALARM05	SECURITY ALARM	10 (+)	10	0	0	0	46.40	<input type="checkbox"/>		4
CARWAS01	CAR WASH SUDS	10 (+)	10	0	0	0	1.84	<input type="checkbox"/>		4
CARWAX01	CAR WAX - PASTE	10 (+)	10	0	0	0	5.12	<input type="checkbox"/>		4
POLISH01	METAL POLISH - TUBE	10 (+)	10	0	0	0	2.00	<input type="checkbox"/>		4
STORAG05	OFF ROAD ROOF BASKET	10 (+)	10	0	0	0	0.00	<input type="checkbox"/>		4

AIRFIL01
OVALCHROME AIR FILTER

Weight: 2850 Discounted Unit Price: 39.99
Cubic: 2850 Pre-tax line Total: 399.90

Ordered +/- Corrected: 1
Received: 0
Costed: 0
Invoiced: 0

Sub Total: 6,024.00
GST Total: 0.00
Order Total: 6,024.00

Item Count: 8

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Field Descriptions

Field	Description
Account through to Branch	See Entering a Purchase order - Field Definitions (see page 311).
Checkbox options	
Invoice as Supplied	Enable this option if you want the Receipt Now quantity to be copied to the Invoice Now field. If it is not checked, you will need to manually enter the figures in the Invoice Now field. Entering the quantity is essential if you wish to generate an invoice.
Print Receipt Document	Enable this option if you want a receipt record printed for this order.
Generate Creditor Invoice	Enable this option if you want to generate an invoice for this Purchase Order.
Show All	Enable this option to view all items in the Purchase Order. To view only items that have not been supplied, leave the box unchecked.
Force to Fully Processed Status	Enable this option if you want to force the order to the fully processed status, even though the order may not be fully receipted or invoiced.
Other options	
Receipt date	This automatically defaults to the current system date but you can select the preferred date from the calendar.
Packing slip	The packing slip number.
Grid options	
Stock code	The stock code of the item being receipted.
Description	The description of the stock item as defined in the Stock window.
Ordered	The quantity of the stock item that you ordered.
Receipted	The quantity of the stock item previously receipted.
Outstand	The outstanding quantity.
Invoice	The quantity you have previously generated an invoice for.
UnInvoiced	The quantity that is yet to be invoiced.
Receipt Now	<p>The quantity that you are receiving.</p> <p>If you have checked the Invoice as Supplied box, press TAB for the system to automatically copy the <i>Invoice as Supplied quantity</i> to the <i>Invoice Now field</i>.</p>

Invoice Now	The quantity you wish to invoice here. You will be unable to process the invoice if the field is left at 0.
Unit Price	The price that applies to the selected stock item.
Confirm	Enable this option to confirm the purchase order, i.e. the supplier / creditor has acknowledged the order.
Location	The stock location that the goods are receipted to.

Toolbar commands



1. **Account:** This opens the creditor in the Creditor Account Details window (see page 104).
2. **Tax Summary:** This opens the Tax Rate Summary window, listing the Tax rate #, name, % Calculated Tax and Actual Tax. This is a static window; no information can be entered or edited here.
3. **Refresh Exchange Rates:** This loads the latest exchange rate from the currencies table.
4. **Add a line:** This button adds a new line (order item to be receipted) to the order (see page 320).
5. **Find Line:** Opens the Stock Search window (see page 154) to search for a line in the order.
6. **Receipt all:** Click this button to receipt everything for this order.
7. **Process:** Click this button to receipt stock items and optionally create the creditors invoice.
8. **Narrative:** Click this button to open a text editor, so you can enter notes in this editor relating to the selected line.

Reversing Purchase Orders

There are two methods for reversing a Purchase Order in MYOB EXO Finance. You can reverse it through the original Purchase Order or you can reverse it through a new Purchase Order.

To reverse an order through the original Purchase Order:

1. Open the original Purchase Order and click the Receipt button. The Purchase Order (Supply) window is displayed.
2. Note the stock quantity in the Receipted field and type this quantity as a negative in the Receipt Now and Invoice Now fields.

Note: If you have checked **Invoice as Supplied**, the quantity from the **Receipt Now** field is automatically copied into the Invoice Now fields.

3. Click **Process** to reverse the order. The Payment/Entry window is displayed.
4. Click **OK** to save this refund.
5. If the creditor's account is an Open Item account, the Allocation window is displayed and you can allocate the refund against the credit note. Once you have finished the process, the Purchase Orders (search) window is displayed.

Note: If you have checked **Include Partly Processed Orders**, the order that you have just reversed is marked as a backorder. You can now select this order and remove it from the purchase order system.

The creditor's account in the Transactions tab now contains a credit. If you look at the transaction list for the stock item you reversed, you will see a credit here as well.

You can also reverse a Purchase Order without going back to the original Purchase Order:

1. Create a new order and type the same details but with negative stock quantities.
2. Once you have entered the details in the Purchase Order (Entry) window click the **Receipt** button and ensure that the **Invoice as Supplied** and **Generate Creditor Invoice** boxes are checked.
3. Check the **Enter Payment** box if a payment has been entered.
4. Type the same quantity that was supplied into the **Supply Now** box but as a negative quantity. If the Invoice as Supplied box has been checked, MYOB EXO Business automatically updates the Invoice Now column.
5. Click the **Process** button to process the transaction. If you selected **Generate Creditor Invoices**, the Generate Creditor Invoice window is displayed.
6. Click **OK** to save any changes that you make.

Generating Creditor Invoices

The Creditor Invoice Entry window is used for entering invoices from suppliers where a Purchase Order was not used to initiate the purchase and/or the invoice does not involve the purchase of stock items. The invoice window links directly to the General Ledger Account Codes for coding the purchases, but the transactions are not posted to the General Ledger itself until the Post Creditors to GL option has been run.

Entering a Creditor Invoice


Account > Creditors > {double Click the creditor's name} > (Transactions) > [New Invoice]

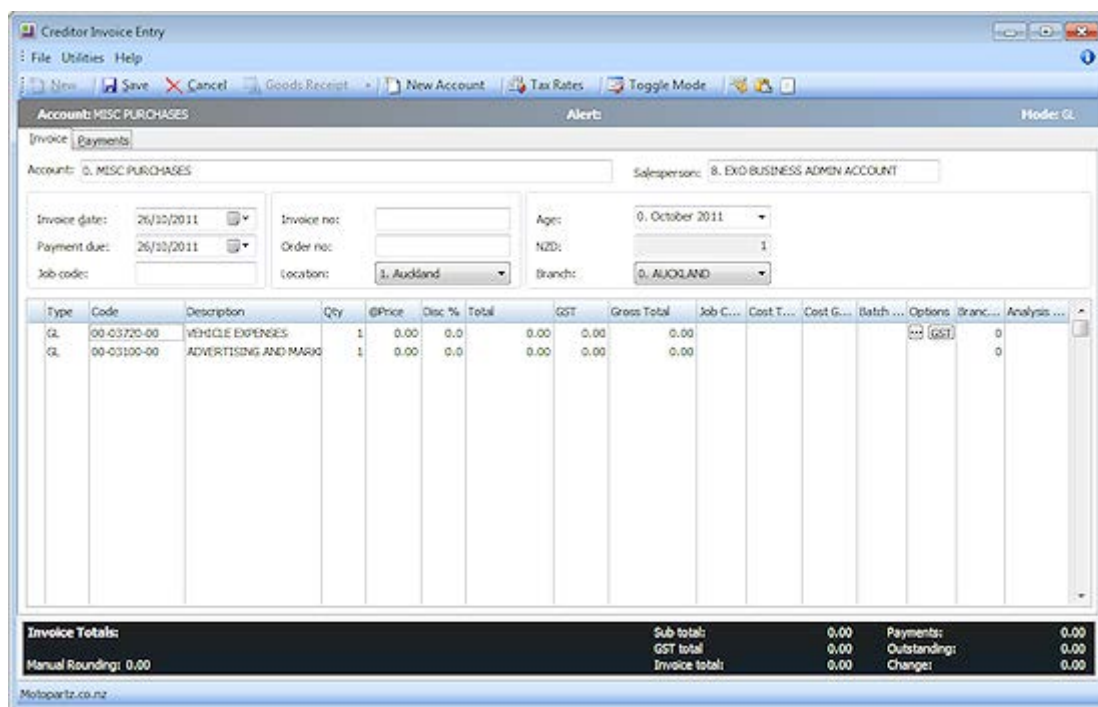
You can create an invoice for an existing creditor through the Invoice Entry window. Invoices can be for stock and non-stock transactions.

Creditors Invoice Entry allows invoices from creditors to be entered into MYOB EXO Business, either by manual entry (supporting both stock and GL code entry), or by automatically pulling information from inwards goods receipts or purchase orders.

Non-stock Transactions

To enter a creditor invoice for a non-stock transaction:

1. From the Creditor Account Details window, click the **Transactions** tab. The Transactions page (see page 125) is displayed.
2. Click the **New Invoice** button on the main toolbar (). The Creditor Invoice Entry window (see page 329) is displayed.



Field Descriptions

Field	Description
Account	<p>The name of the account.</p> <p>If you have specified a default account in MYOB EXO Business at Config > Admin > Creditors > Creditor Account Groups, the default is displayed here.</p>
Salesperson	<p>The name of the person who is entering the invoice.</p> <p>You can type the name or select from the list.</p>
Invoice date	<p>The date of the invoice.</p> <p>This defaults to the current system date but this can be altered by selecting another from the attached calendar.</p>
Payment due	<p>The date the payment is due.</p>
Job code	<p>The job code.</p>
Invoice no	<p>The invoice number.</p> <p>If you do not enter an invoice number, the system will not allow you to save the invoice entry.</p>

Customer order no	The customer order number.
Location	The location where the invoice is being generated.
Age	The relevant financial period from the list.
(currency)	If you operate in multiple currencies, this is the currency specified for the debtor account, e.g. 'AUD', 'NZD'. If you don't operate in multiple currencies, this field displays as 'N/A' and cannot be edited.
Branch	The name of the branch where the transaction took place.
Type	The code for the type of transaction. This is changed by clicking the toggle mode button. It will be GL for direct coding to General Ledger or Stock for stock item purchases.
Code	Either the GL or Stock code for the item being invoiced. If you do not know the GL or Stock code, press ? + TAB for a list of GL codes and select the one you require. This will automatically enter the description, quantity, price and total fields.
Description	The description of the item. Once you enter the code, the default description is displayed. If you wish to change this, you can overtype the displayed description.
Qty	The required quantity. The default is 1 but you can change to the required quantity.
Price	The unit price of this line item. Whether the price you enter is inclusive or exclusive of GST depends on whether you have selected Creditors GST Inclusive Pricing in MYOB EXO Business at Config > Essential > General Setup .
Total	The invoice line total.

Note: You can copy an invoice line by pressing ALT + INSERT on your keyboard. This will copy the line that the cursor is in.

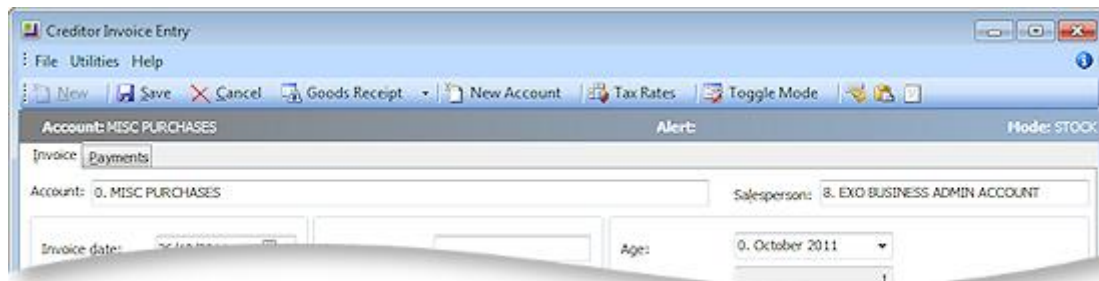
Click **Save** if you want to save the invoice to the creditor's account, or click the Payment tab to enter the payment on the invoice.

Tip: You can also open the Invoice Entry window from the **Transactions** menu in the MYOB EXO Business main window. Click the **Creditors Invoice** option. The Invoice Entry window is displayed.

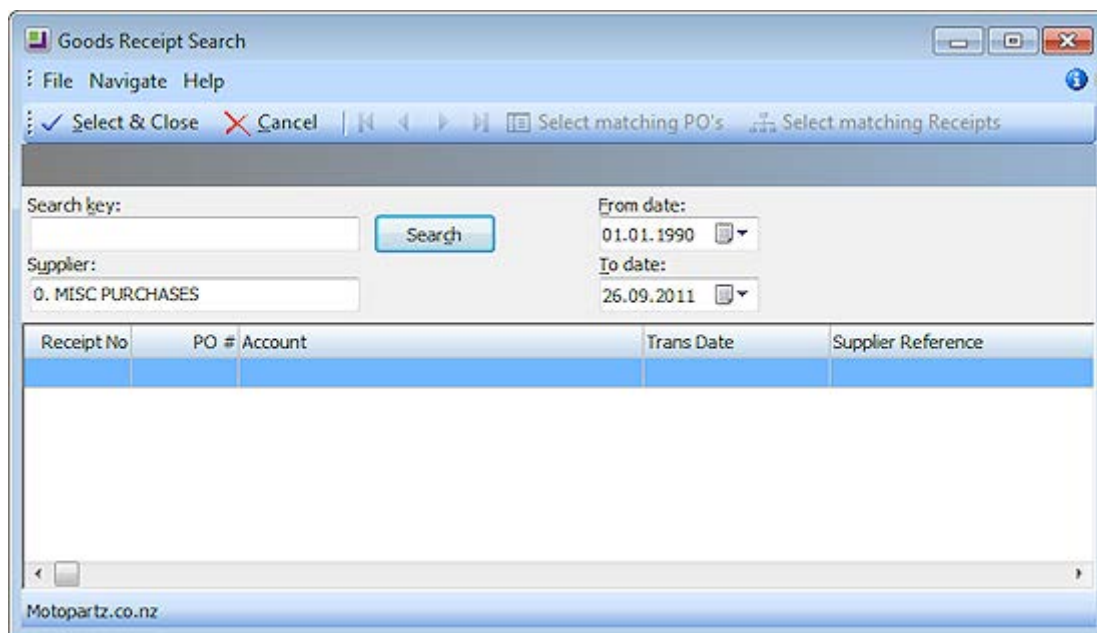
Stock Transactions

To enter a creditor's invoice for a stock transaction:

1. From the Creditor Account Details window, click the **Transactions** tab. The Transactions page is displayed.
2. Click the **New Invoice** button. The Creditor Invoice Entry (see page 329) window is displayed.

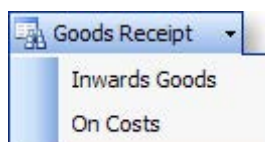


3. If the Mode field displays "GL", click the **Toggle Mode** button so that it displays "STOCK".
4. Click the **Goods Receipt** button. The Goods Receipt Search window opens:

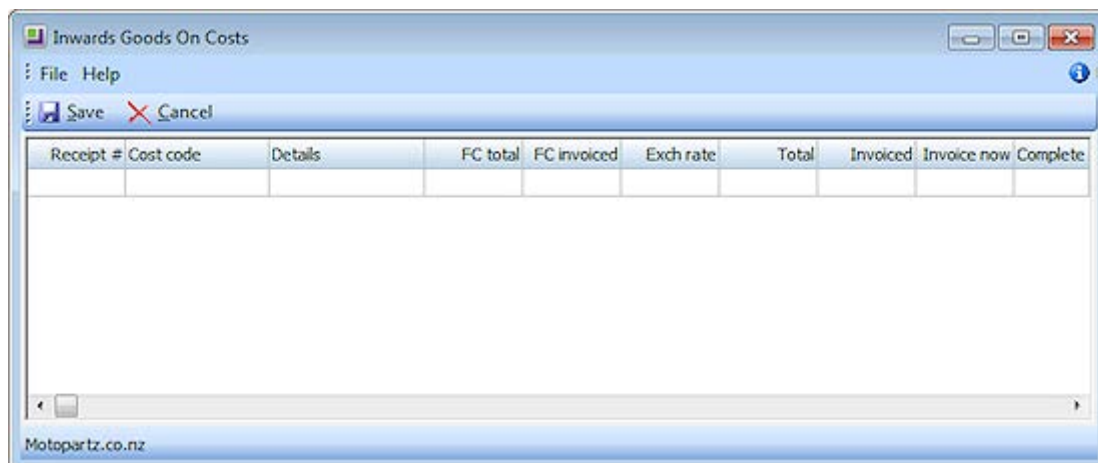


5. You can now receipt multiple purchase orders for one supplier to one Goods Received Note, and then add the landed costs.

In step 4, the **Goods Receipt** button has two options:



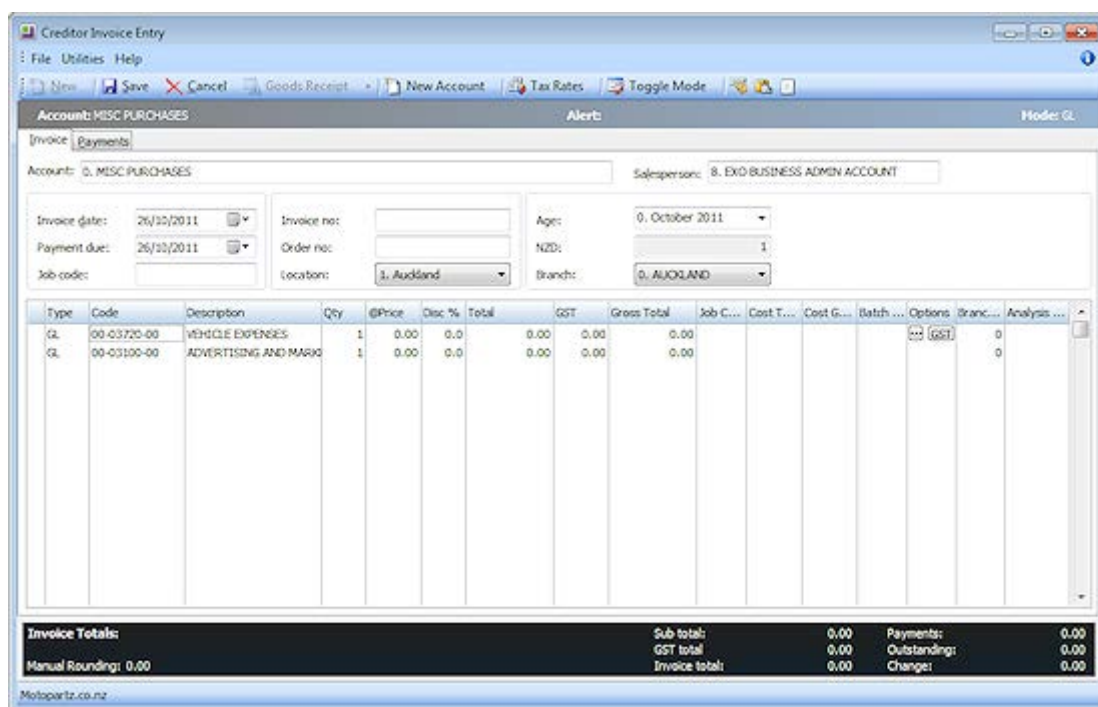
If the **On Costs** option is selected, the Inwards Goods On Costs window (see page 346) opens:



Creditor Invoice Entry

Transactions > Creditors Invoice

The Creditor Invoice Entry window allows invoices from creditors to be entered into MYOB EXO Business, either by manual entry (supporting both stock and GL code entry), or by automatically pulling information from inwards goods receipts or purchase orders.



1. Click **New** to create a new invoice.
2. Enter the creditor account details or '?' to search. Then enter all other invoice header information.
3. For invoices relating to Inwards Goods Receipts, click the **Goods Receipt** button. All un-invoiced Goods Receipts for the selected supplier will be listed. DOUBLE-CLICK on the desired receipt to automatically populate the grid with details from the Inwards Goods receipt.
4. Invoices can be coded to stock or GL accounts. The **Toggle Mode** button switches the mode between 'Stock' and 'GL'. This can be seen in the grid column **Type**.

MYOB EXO Business User Guide

5. Creditor invoices can be entered for overhead expenses (e.g. cleaning costs). In this case **Type** will be 'GL', and **Code** is the combination of branch code, GL account and GL sub-account.
6. Creditor invoices can also be entered for direct stock purchases (i.e. no purchase order or inwards goods receipt). In this case **Type** will be 'Stock', and **Code** is the stock item. This type of invoice will create stock receipt transactions and the stock-on-hand quantity will be increased.
7. Tax is automatically calculated based on the creditor account, stock item or GL account. However this can be modified on each line by using the periscope in the Option column.

Invoice Line Periscope

File Help

Save Cancel Show Stock Item

Line #: 1. CASSRADCD01. AM/FM/CD FULL LOGIC CASSETTE PLAYER

Line Details

Quantity: 1 GST rate: 20. 15% CREDITORS STANDARD GST RATE

Unit price: 420.59 GST value: 63.09

Discount % 0.0 Mark Inwards Goods Line as Complete ☐

8. The Payments tab can be used if the creditor has already been paid or is being paid at the same time as the invoice is being entered.


Notes

- Use the **Paste Invoice Lines** button if the invoice lines have been prepared in another Windows application (e.g. spreadsheet), and are to be pasted into the grid.
- RIGHT CLICK on the line details window to create a one-off stock item. (One-off items allow quick creation of a stock code based on template items, for things such as trade-in items, or creating items as needed from large parts catalogues.)
- The menu item Creditors Invoice Entry from Stock can be used if stock codes are used more frequently than GL codes on a creditors invoice.
- The payments tab on the creditors invoice can be disabled if preferred.
- If you are using the EXO Job Costing module, a **Job Code** column is available to associate the invoice with a job.
- Creditors Invoice maximum limit is 400 rows.

Entering a Payment on a Creditor's Invoice

If you need to enter a payment at the same time as the invoice, you can go to the Payment window and make the payment entries. Alternatively this is for recording individual creditor payments, such as singular payments made by hand-written cheque or electronically. Payments are normally made using the Batch Payment Processor (see page 480).

To enter a payment on a Creditor's invoice:

1. Open the Creditor Payment Entry Window:
 - From the Creditor Account Details window, go to the Transactions tab and click the **New Payment** button ().
 - Select the **Transactions > Creditor Payments > Creditor Payment Entry** menu item.

Note: Opening the Creditor Payment Entry window from a Creditor account will automatically assign the payment to that Creditor.

2. Enter the account and payment details information.
 - Select the date, period and age (if applicable).
 - Select the payment **Type** from the predefined drop-down list.
 - Enter the payment **Amount** and if it's in foreign currency, enter the conversion rate. (If you enter an amount that is less than the outstanding amount, the balance amount is displayed against Outstanding in the Invoice Summary panel.)
 - If the **Withholding Tax on Creditors Payments** option has been enabled in the **Essential > General Settings** section of EXO Business Config, options to apply withholding tax to the payment become available at the bottom of the window.
3. Click the ellipses [...] button to view the creditor account details, to check details if needed.
4. If payment is by a cheque, press F12 in the Chq/Ref field to automatically assign a sequential number.

- Click **Save**. If the account is an Open Item account, the allocation window will be presented, allowing the payment to be allocated to an invoice.

Sel	Trans #	Date	Transaction	Branch	Inv No	Ref 1	Ref 2	Amount	To Allocate	Al	Taxtotal
	95	24.12.2010	PAYMENT	AUCKL...		D/CREDIT		(\$1,902.44)	(\$1,902.44)	0	\$0.00
	96	24.12.2010	REFUND	AUCKL...		D/CREDIT		\$1,902.44	\$1,902.44	0	\$0.00
	219	11.06.2011	INVOICE	AUCKL...	100225	10015		\$877.26	\$877.26	0	\$97.47
	220	11.06.2011	INVOICE	AUCKL...	123466	10016		\$1,102.27	\$1,102.27	0	\$122.47
	221	11.06.2011	INVOICE	AUCKL...	14654	10017		\$787.05	\$787.05	0	\$87.45
	241	04.06.2011	INVOICE	WELLINGT		10070		\$614.14	\$614.14	0	\$68.24
	242	04.06.2011	INVOICE	CHRIST...	31346	10071		\$614.14	\$614.14	0	\$68.24
	250	19.06.2011	INVOICE	AUCKL...	111113	ANNE01	1111111	\$67.50	\$67.50	0	\$7.50
	252	19.06.2011	INVOICE	AUCKL...	111111			\$39.38	\$19.38	0	\$4.38
	285	26.09.2011	PAYMENT	AUCKL...		D/CREDIT		(\$1,000.00)	\$0.00	1	\$0.00

Adjustment: 0 Discount: 0 Payment: -1000 Invoice: 0 Yet To Allocate: -1000

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- Click the **Auto** button to allow the system to automatically balance out based on transaction value.
- If this is not possible due to the amount, click the **Part Allocate %** button to allocate the selected amount.
- Click **Save** to save these allocations.

Note: You can also enter a payment before you allocate the payment to the invoice, or as a **Batch Payment** (see page 480).

Creditor Payment Run

Transactions > Creditor Payments > Creditor Payment Batch Processing

Creditor payment runs can be performed to create multiple cheque payments or supported direct credit banking files.

Payment date: 26.09.2011

Creditor Accounts: Transactions

Find Invoices

Creditor: A/c group: All A/c list: No list Extended search: Search

Credit status: All Due by: 26.09.2011 Ignore zero balances: Ignore zero value transactions:

Pay By

☐ Cheque ☒ Direct credit Bank account number: 04050-00, US BANK ACCOUNT

Acc No	Name	No Invs	Released	Total	To Pay	Curr
1	AUCKLAND PART MART	7	0	4101.74	N	0. NZD
4	FWP AUTOMOTIVE	2	2	4433.28	N	0. NZD
5	CAR-PART.COM	4	4	7484.75	N	2. USD
8	AUSSIE CAR PARTS	2	2	6370.81	N	1. AUD
11	AUTOBITS UK CAR PARTS	1	0	5780.05	N	3. GBP
19	CROWN MOTORS ENTERPRISES	3	3	7157.00	N	5. SGD

Motopartz.co.nz \$ 0.00 a/v Bal: \$ 0.00

- Enter the selection criteria for invoices to be paid; creditor, account group, due date etc.

2. Also choose the pay method – cheque or direct.
3. Click **Search** to list all creditors that have invoices that meet the selection criteria.
4. Double-click on a row to view the invoices that have been selected.

Payment date: 26.09.2011

Creditor Accounts Transactions

Details

1 - AUCKLAND PART MART

Number of invoices: 7

Released invoices: 0

Total amount: 0.00

Allocate

☒ \$ Amount

☐ Percentage

Part Allocate

Date	Invoice No	Reference	Amount	Amount to Pay	Release Status	Ref 1	Ref 2
04.06.2011		Invoice	614.14	0.00	NOT RELEASED	10070	
04.06.2011	31346	Invoice	614.14	0.00	NOT RELEASED	10071	
11.06.2011	100225	Invoice	877.26	0.00	NOT RELEASED	10015	
11.06.2011	123466	Invoice	1102.27	0.00	NOT RELEASED	10016	
11.06.2011	14654	Invoice	787.05	0.00	NOT RELEASED	10017	
19.06.2011	111113	Invoice	67.50	0.00	NOT RELEASED	ANNE01	1111111
19.06.2011	111111	Invoice	19.38	0.00	NOT RELEASED		

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\$ 0.00

a/v bal:\$ 0.00

5. For an invoice to be paid, it must be set to 'Released'. Then for an account to be paid, the 'To Pay' flag must be set to 'Y'. There are a variety of ways of setting these statuses.
 - The toolbar buttons on the Creditor Account tab (**Release All**, **Release None**, **Pay All**, and **Pay None**) affect all payable invoices on all displayed Creditor accounts.
 - The toolbar buttons on the Transactions tab (**Release All**, **Release None**, **Hold All**, **Pay**, **Don't Pay**) affect all invoices on the selected Creditor account.
 - Pressing SPACEBAR on the selected account will toggle 'To Pay'.
 - Pressing SPACEBAR on a selected invoice will toggle the 'Release Status'.
 - Status change options are also available from the right-click menu.
6. Click the **Save Pay Status** button to save the creditor account 'To Pay' status and 'Release Status' of the invoices.
7. Click **Process Cheques** or **Process D/Cs** to start the pay-run. Cheques will be printed or the Direct Credit file created.

Notes

- Use **Calc Disc** to calculate prompt-payment discounts.
- Creditor payment authorisation is an option that is also supported, requiring invoices to be 'authorised' before they can be released for payment if the value of the invoice exceeds the limit of the user that entered them.
- Account Lists can be set up to group accounts by payment priority, category or special account grouping.
- When expected accounts or invoices do not show up on window, review account payment type, invoices due dates and other filter options used.
- Most payment processor reports are now supported in Clarity.

M-Powered Payments

The MYOB M-Powered Payments service lets you pay your suppliers electronically and send them remittance advices in one easy process, directly from the MYOB EXO Business software.

The M-Powered Payments process works as follows:

1. MYOB EXO Business is set up to use M-Powered services.
2. Purchases are made, and invoices are received from Creditors.
3. Payments are entered and authorised in EXO Business, then sent the M-Powered Payments system, which processes the payments.
4. EXO Business is updated with the details of the payment, and remittance advice is sent to Creditors (optional).

Note: The M-Powered Payments service is only available in Australia.

Setting up M-Powered Payments

M-Powered Payments must be set up before the feature can be used in MYOB EXO Business.

It is highly recommended that you use the latest EXO Business Installer to set up program files. If you just copy the executables manually, it is easy to miss out additional files that are necessary to connect to the M-Powered services database. If you run the EXO Business Installer, these files will be copied to the right location automatically.

Also, the registered company name in the EXO Business Configurator cannot contain any characters that Windows would not allow for a filename, i.e. \ / : * ? , " |

The reason for this is that the first time an M-Powered Services database is created from EXO Business, it will create a .box file to hold the M-Powered database. This box file will have a name that matches the **Company Name** recorded in the EXO Business Configurator at **Company > Company Details**.

If you need to change your company name, contact the MYOB licensing department for new EXO Business registration codes and also contact the M-Powered Services team for the new licensing and user login codes.

Set up Shared Directory (optional)

If the same M-Powered database is to be accessed by multiple users, you will need to specify the location of the database on all PCs that will be used to access it. Specify this location by configuring the **Directory location for M-Powered Database** Computer-level profile setting using the EXO Business Configurator.

Activating M-Powered Payments

To activate the M-Powered Payments service, open the M-Powered Service Centre application by selecting the **M-Powered Service Centre** menu option or clicking the M-Powered icon on the Purchases tab of the main graphical menu:



Click the **Send/Receive** button on the Service Centre to contact MYOB M-Powered Services and activate M-Powered Payments.

Set up Banks

One or more bank accounts to use for M-Powered Payments must be set up in the MYOB EXO Business Configuration Assistant:

1. Open the Configuration Assistant and go to the **Administration > Banks > Creditors (M-Powered)** section.
2. Click **New**. Enter the following details:

Field	Description
Bank Number	Enter a unique identification number for the bank.
Bank Name	Enter the bank's name.
BSB Number	Enter the BSB (Bank State Branch) number for the bank and branch at which the company's account is held.
Bank Account Number	Enter the company's bank account number.
Bank Account Name	Enter the name on the company's bank account. This must match the name of the account as recorded by the bank.
Company Trading Name	Enter the name by which the company does business (which may be different from the Bank Account Name).
Default	Select this option to make this bank account (M-Powered) the default account for Creditor payments.

3. Click **Save**.

Set up Creditors

For all Creditor accounts that you want to use M-Powered Payments:

1. Open the Creditor account and select the Details 2 tab (see page 108).
2. Select "M-POWERED" for the **Default Payment Type** property. This enables the Remittance group of properties.
3. Select the **Send M-Powered Payments Remittances** option if you want to send remittance advice to this the Creditor when payments are made.
 - a. If you selected this option, specify whether to send remittance advice by E-Mail or Fax.
 - b. Enter an e-mail address or fax number to send remittance advice to.

Recording Payments

Payments made via M-Powered Payments are entered the same way as other Creditor payments. Once made, payments must be authorised and sent to MYOB M-Powered Services.

Single Payments

When entering single payments using the Creditor Payment Entry window (see page 330), select “M-POWERED” for the **Type** field. This enables the following extra fields:

Field	Description
Bank	Select one of the bank accounts you set up in the MYOB EXO Business Configuration Assistant under Creditors (M-Powered) .
Your Statement Text	Enter text to appear on your bank statement.
Their Statement Text	Enter text to appear on the Creditor’s bank statement.

Enter all other values as normal and click **Save** to enter the payment.

Payment Batches

When entering payment batches using the Creditors Payment Processor (see page 474), select “M-POWERED” for the **Pay by** field (this option is only available when the M-Powered Service is enabled). The grid is populated with all Creditors awaiting payment who are set up to be paid via M-Powered Payments. You can select which payments you want to make in the usual way.

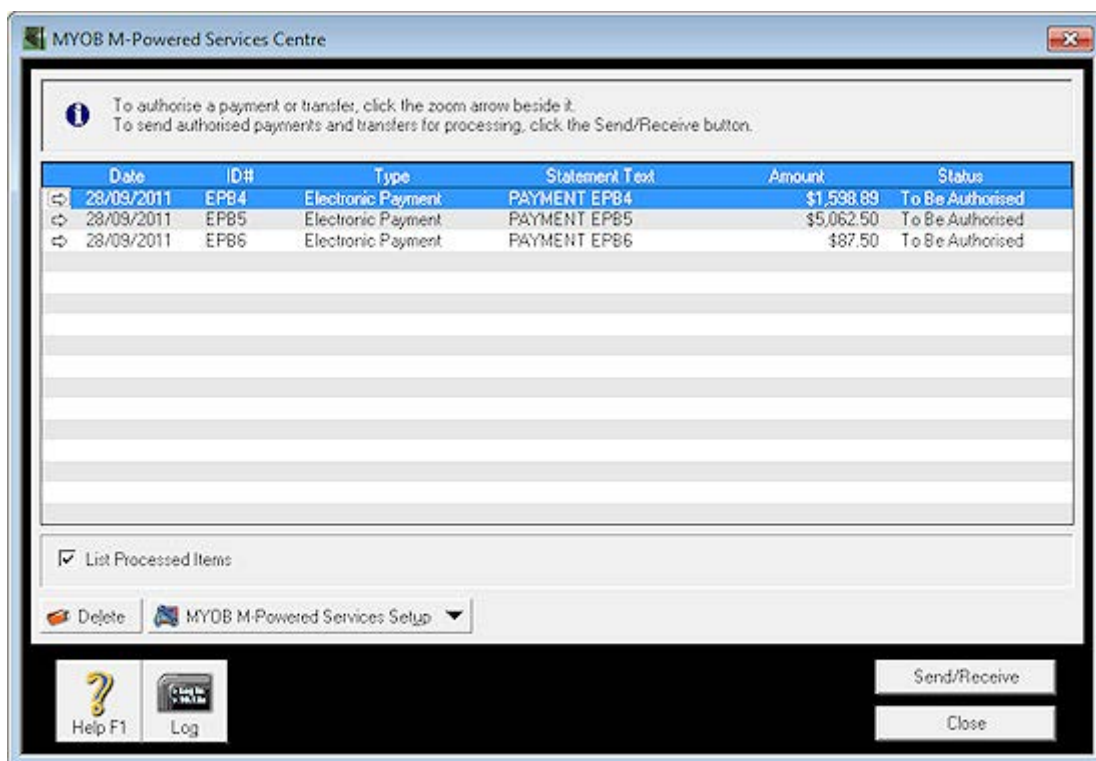
When you are ready, click the **Process M-Powered** button. Specify the following details on the window that appears:

Field	Description
Statement Text	Enter text to appear on your bank statement.
Bank	Select one of the bank accounts you set up in the MYOB EXO Business Configuration Assistant under Creditors (M-Powered) . If the Use Default Bank option is selected, the default bank is selected and cannot be changed. Untick this option to select a bank manually.

Once the process is complete, you are given the option of launching the M-Powered Service Centre to authorise transactions.

Authorising Transactions

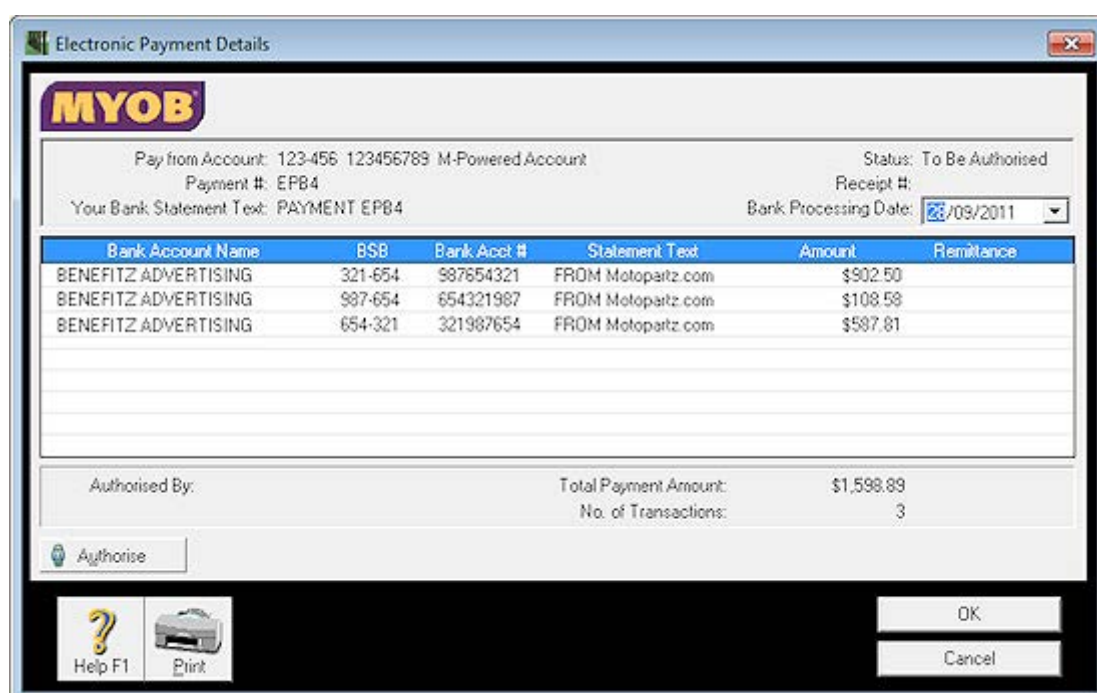
Once payments have been entered, they must be authorised and sent to MYOB M-Powered Services using the MYOB M-Powered Service Centre application. Open this application by selecting the **M-Powered Service Centre** menu option or clicking the M-Powered icon on the Purchases tab of the main graphical menu:



Note: Before authorising transactions, you must set up one or more people who can authorise transactions at **MYOB M-Powered Service Setup > MYOB M-Powered Payments**.

All payments awaiting authorisation are listed. To authorise payments and send them to MYOB:

1. Double-click on a payment (or click the arrow icon next to it) to view the payment's details.



- Click the **Authorise** button. The following window appears:

Bank Processing Date: 28/09/2011
Total Payment Amount: \$1,598.89

Authoriser Name:
Password:

- Select an authoriser and enter their password, then click **Authorise Now** to authorise the payment.
- Repeat this process for all payments that you want to process now. Once you are done, click **Send/Receive** on the main window to send the authorised payments to MYOB M-Powered Services for processing. Payments that are still waiting to be authorised will not be sent.

Once payments are sent to MYOB M-Powered Services and processed, EXO Business is updated with the details of the payments. Remittance advice is sent to Creditors, as specified by the remittance options selected for each Creditor (see page 334).

Entering a Credit Note

Account > Creditors > {double Click the creditor's name} > (Transactions) > [Credit Note]

A credit note is used to reverse or correct an **invoice**. It reverses all of the operations that the invoice performs. A credit note can only be initiated for an invoice, not a payment.

Occasions when you may need to enter a credit note include reversing a creditor's invoice, making a prompt payment discount or offering a special price reduction.

To enter a credit note:

- Use the path above to access the **Creditor Invoice Entry** window.

Account: 0, MISC PURCHASES Salesperson: 8, EXO BUSINESS ADMIN ACCOUNT

Invoice date: 26/10/2011 Invoice no: Invoice age: 0, October 2011
Payment due: 26/10/2011 Order no: NZD: 1
Job code: Location: 1, Auckland Branch: 0, AUCKLAND

Type	Code	Description	Qty	@Price	Disc %	Total	GST	Gross Total	Job C...	Cost T...	Cost G...	Batch ...	Options	Branc...	Analysis ...
GL	00-03720-00	VEHICLE EXPENSES	1	0.00	0.0	0.00	0.00	0.00					...	0	
GL	00-03100-00	ADVERTISING AND MARK	1	0.00	0.0	0.00	0.00	0.00					...	0	

Invoice Totals: Sub total: 0.00 Payments: 0.00
GST total: 0.00 Outstanding: 0.00
Manual Rounding: 0.00 Invoice total: 0.00 Change: 0.00

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- The Creditor Invoice Entry window opens with the selected invoice already loaded and credited, as illustrated above.
- If you have entered a payment for this invoice, click the Payments tab to enter a refund. Enter the same payment but the negative equivalent of the original invoice.

Note: Entering a Credit Note with a positive quantity and a negative value may cause your reports to be inaccurate. It is important that the quantity is negative to bring the stock back in. If the quantity is positive, the stock will be removed.

- Click **Save**. The **Creditor Transaction Allocation** window is displayed listing all transactions.

Sel	Trans #	Date	Transaction	Branch	Inv No	Ref 1	Ref 2	Amount	To Allocate	Al	Taxtotal
<input type="checkbox"/>	95	24.12.2010	PAYMENT	AUCKL...		D/CREDIT		(\$1,902.44)	(\$1,902.44)	0	\$0.00
<input type="checkbox"/>	96	24.12.2010	REFUND	AUCKL...		D/CREDIT		\$1,902.44	\$1,902.44	0	\$0.00
<input type="checkbox"/>	219	11.06.2011	INVOICE	AUCKL...	100225	10015		\$877.26	\$877.26	0	\$97.47
<input type="checkbox"/>	220	11.06.2011	INVOICE	AUCKL...	123466	10016		\$1,102.27	\$1,102.27	0	\$122.47
<input type="checkbox"/>	221	11.06.2011	INVOICE	AUCKL...	14654	10017		\$787.05	\$787.05	0	\$87.45
<input type="checkbox"/>	241	04.06.2011	INVOICE	WELLINGT		10070		\$614.14	\$614.14	0	\$68.24
<input type="checkbox"/>	242	04.06.2011	INVOICE	CHRIST...	31346	10071		\$614.14	\$614.14	0	\$68.24
<input type="checkbox"/>	250	19.06.2011	INVOICE	AUCKL...	111113	ANNE01	1111111	\$67.50	\$67.50	0	\$7.50
<input type="checkbox"/>	252	19.06.2011	INVOICE	AUCKL...	111111			\$39.38	\$39.38	0	\$4.38
<input checked="" type="checkbox"/>	285	26.09.2011	PAYMENT	AUCKL...		D/CREDIT		(\$1,000.00)	\$0.00	1	\$0.00

Adjustment: 0 Discount: 0 Payment: -1000 Invoice: 0 Yet To Allocate: -1000

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- With the transaction selected, allocated this by clicking the **Auto** button or clicking the **Part Allocate %** button and selecting the allocation amount.
- Click **Save**. This displays the **Creditor Account Details > Transactions** page.
- A **right-click** in the transactions list brings up a shortcut menu. Select **Refresh** or click the refresh button on the toolbar. This refreshes the transactions list and displays your credit note as a refund.

Tip: You may prefer to enter credit notes on your invoices and leave all payments for a particular day of the month (for example the 20th). All payments can then be made through the Payment Processor, as a **Batch Payment** (see page 480). Alternatively, you can enter a credit note by selecting the **Generate Credit** option from the right-click shortcut menu on the invoice summary line.

Posting Creditors to the General Ledger

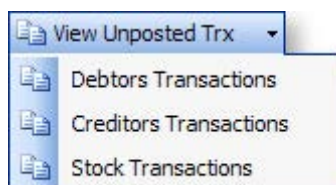
Utilities > Ledger Postings > Post Ledgers to GL

Once all your creditor invoices have been processed they need to be posted to the General Ledger.

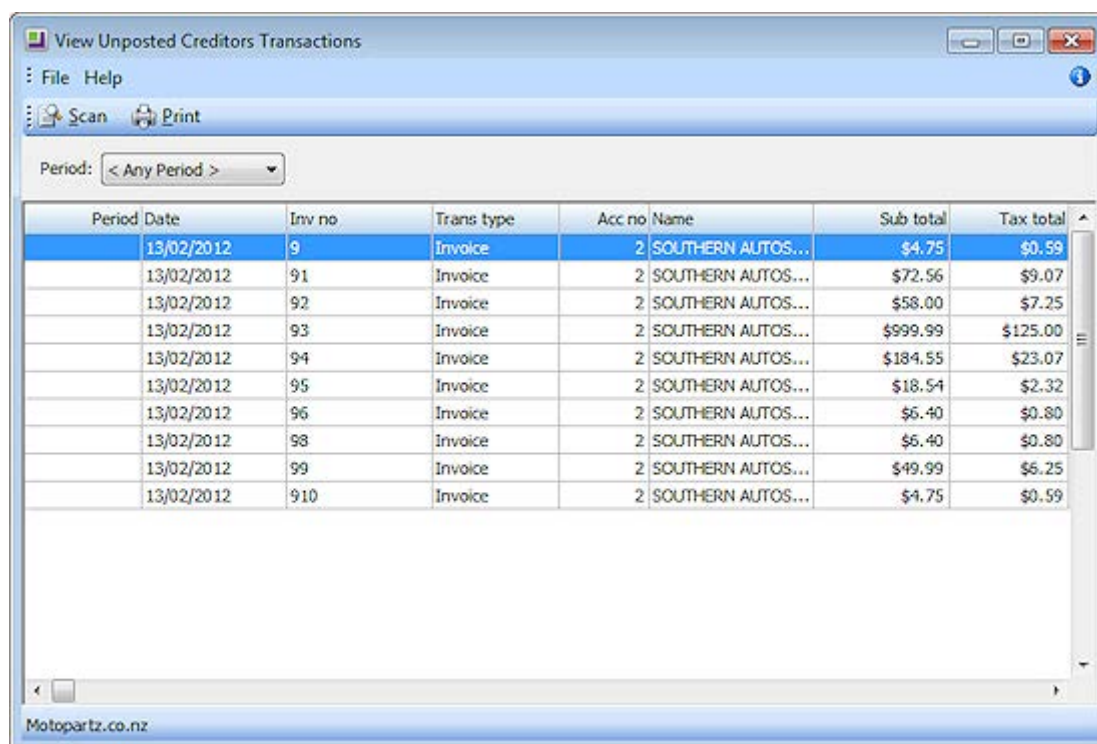
View Unposted Transactions

To view unposted transactions:

1. Use the path above to open the open the **Post Ledgers to GL** window.
2. From the **View Unposted Trx** button menu, select **Creditors Transactions**.



The following window opens:



3. Select the period and click the **Scan** button the search for the **Unposted Creditor Transactions**.
4. Double-click on any item in the list to view the invoice.

Posting Transactions

1. In the **Post Ledger to GL window**, complete all the fields. Select the creditor ledger period or creditor transaction date range from which the creditor's transactions are to be extracted, and the general ledger period to be posted into. It is also suggested that the user key in their initials as a reference. For Creditors, ensure that only Creditor options are checked in the Source Ledgers to Post section.

- Click the **New GL Post Run** button to retrieve the transactions that match the criteria.

The following window opens:

- Right-click on an account to view the GL Account or View Pre Posted transactions from the popup menu.
- Review the transactions listed and ensure the total debit and total credit values balance.
- Click **Process GL Post Run** to post extracted transactions to GL. The system assigns the next GL batch number.

Printing Creditor Remittance Advices

Reports > Creditors Reports > Creditor Remittances

The Remittance Advices window is used to print remittance advices for a single Creditor or all Creditors, for the current period or the last period. Not only is there a summary line for each Creditor, giving totals for the current month and past 3 months, and balance, but also a detailed list of each transaction that makes up those balances. You can drill to view any Creditor Invoice.

- Choose the **Statement date**. This is the date the statements will be dated.
- Choose whether you want to print a statement/statements for the current period (**This Period**) or the **Last Period**.